



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

**LIBRARIAN II**

**PN# 102301**

Library Department

Technical Services\*

Cataloging\*

500 McKinney\*

Rotating Schedule\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs original and copy cataloging of library materials in all subject areas and in all formats, in accordance with current AACR2 cataloging standards and library policies. Assigns subject headings and classification numbers to library materials using library of Congress subject headings and Dewey Decimal Classification system. Updates bibliographic and item records for ongoing database maintenance. Reviews and revises work of other staff as needed. Assists in training of new staff as needed. Performs other duties necessary to efficient library operation. May provide reference assistance to customers.

10 **WORKING CONDITIONS**

Ability to communicate effectively both orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the library to file/retrieve library materials.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA) and one year of experience as a librarian.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and two years of professional library experience. A Master's of Library Science degree must be completed within two years from being hired into this classification.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

See above

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Reading ability in Spanish. Expertise in AACR2, OCLC system, MARC coding, DDC, LCSH. Experience with Innovative Interfaces software. Familiarity with Microsoft word and Excel.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range- Pay Grade 21**

\$1211 - \$1660 Biweekly      \$31,486 - \$43,160 Annually

18 **OPENING DATE**

January 05, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Level. TDD Phone Number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer